

HARPERS FERRY CENTER NAMING CONVENTIONS FOR PURCHASE REQUESTS

PROJECT DESCRIPTION	NAMING CONVENTION FOR ENVELOPES, FOLDERS, PURCHASE REQUESTS, AND TITLES	LINE ITEM DESCRIPTION
Archival Services	HFC-PUB-Archival Services	Archival Services
Artwork Services	HFC-4 DIGIT PARK NAME-Artwork	Artwork
Audiovisual Services	HFC-4 DIGIT PARK NAME-Audiovisual Services	Video Scripts
Cartographic Services	HFC-4 DIGIT PARK NAME-Cartographic Services	Cartographic Services
Complete Audiovisual Services	HFC-4 DIGIT PARK NAME-Complete Audiovisual Services	Video Program
Exhibit Design and Fabrication	HFC-4 DIGIT PARK NAME-Exhibit Design and Fabrication	Exhibit Design and Fabrication
Exhibit Planning and Design	HFC-4 DIGIT PARK NAME-Exhibit Planning & Design	Exhibit Planning & Design
HVAC Services	HFC-FAC-Brief Description Of Work	HVAC Services-Type Work
Multimedia Planning and Production	HFC-4 DIGIT PARK NAME-Multimedia Planning and Production	Multimedia Program
Museum Interpretive Exhibits	HFC-4 DIGIT PARK NAME-Exhibit Fabrication	Exhibit Fabrication
National Park Service Sign Program	HFC-WE-Signage Program	Wayside Signage System
Natural History Models and Exhibits	HFC-4 DIGIT PARK NAME-Natural History Models	Natural History Models
Planning and Design Evaluation	HFC-4 DIGIT PARK NAME-P&D Evaluation	Planning & Design Evaluation
Porcelain Enamel Imaging Services	HFC-4 DIGIT PARK NAME-Porcelain Exhibits	Porcelain Exhibits
Graphic Design and Production of Folders, Books, NPS Identity Items, and Elective Website and Development Services	HFC-4 DIGIT PARK NAME-Graphic Design & Production OR HFC-4 DIGIT PARK NAME-Identity Design & Production OR HFC-4 DIGIT PARK NAME-Website Development	Graphic Design & Production OR Identity Design & Production OR Website Development
Reproduction Services	HFC-4 DIGIT PARK NAME OR DEPARTMENT ABBREVIATION-Reproduction Services	Reproduction Services
Task Order Assistance, Exhibit Fabrication	HFC-4 DIGIT PARK NAME-TOA Exhibit Fabrication	Exhibit Fabrication
Task Order Assistance, Exhibit Planning and Design	HFC-4 DIGIT PARK NAME-TOA Exhibit P&D	Exhibit Planning & Design
Wayside Exhibit Design Services	HFC-4 DIGIT PARK NAME-Wayside Design	Wayside Design
Wayside Exhibit Quality Metal Fabrication – Exhibit Bases	HFC-4 DIGIT PARK NAME-Exhibit Bases	Exhibit Bases for (Spell Out Park Name)
Wayside Exhibit Quality Metal Fabrication – Bulletin Cases	HFC-4 DIGIT PARK NAME-Exhibit Bulletin Cases	Exhibit Bulletin Cases
Wayside Exhibit Quality Screen Imaging	HFC-4 DIGIT PARK NAME-Exhibit Panels	Exhibit Panels

November 8, 2001